

Renewal of Special Education Program Aide Application Checklist

- ☐ If required, have you submitted your fingerprints through Fieldprint?
- ☐ If required, have you scanned any documentation to upload into the Conduct and Competency questionnaire?
- ☐ Have you obtained PI-1622-Aide form signed by your employing school district?
- ☐ Have you scanned the PI-1622-Aide form into a file that is 2 MB or less?
- ☐ Have you created a WAMS ID through the WAMS Self-Registration?
- ☐ Have you Onboarded and found your licenses?
- ☐ Do you have a credit card or pre-paid credit card?

WHEN YOU CAN CHECK OFF EVERY BOX, YOU ARE READY TO SUBMIT YOUR APPLICATION. YOU WILL RECEIVE AN EMAIL NOTIFICATION ONCE THE PROCESSING IS COMPLETED, AT WHICH TIME YOU MAY LOG BACK IN TO PRINT A COPY OF YOUR LICENSE. DPI NO LONGER MAILES OUT LICENSE CERTIFICATES.

Manage Your EXISTING LICENSE(S)

An application against an existing license is **only required when the license expires this calendar year**.
See [directions](#) for important details.

Special Education Program Aide License 5 Year
#4070005635

Request Special Education Program Aide License Renewal ▼

Go!